

**REQUEST FOR QUOTATIONS
(RFQ) NUMBER MDA220-03-T-0023
AGAINST GSA SCHEDULE FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY, EQUIPMENT, SOFTWARE AND SERVICES
(SCHEDULE 70)**

1. RFQ MDA220-03-T-0023 ISSUE DATE: May 5, 2003

2. ISSUED BY: DEFENSE FINANCE AND ACCOUNTING OFFICE
ATTN: ASD, CM#3, 9th Floor, Room 905
1931 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VIRGINIA 22240-5291

3. FOR INFORMATION CONTACT:

NAME: Lois Byrne, Contracting Officer
PHONE: 703-607-0573
E-MAIL: lois.byrne@dfas.mil
FAX: 703-607-1573

4. QUESTIONS: All questions regarding this RFQ shall be submitted by e-mail to Lois Byrne by 9:00 AM on May 12, 2003 at lois.byrne@dfas.mil.

5. RFQ DUE DATE/TIME: May 20, 2003 at 3:00 PM Eastern Standard Time.

NOTE: The preferred method of delivery is as an attachment by e-mail. RFQ MAY BE HAND DELIVERED (1931 Jefferson Davis Hwy, Crystal Mall #3, 9th Floor, Room 905) or e-mailed (lois.byrne@dfas.mil), or faxed to (703) 607-1573 marked ATTN: Lois Byrne.

6. ACCOUNTING AND APPROPRIATION DATA: TO BE PROVIDED AT AWARD

7. CONTRACT TYPE: A Time and Material delivery order under a GSA Federal Supply Schedule (FSS)(Schedule 70) shall be issued for the six-month Base period (June 1, 2003 through September 30, 2003) and the twelve-month Option period (October 1, 2003 through September 30, 2004).

8. SUBMISSION OF RFQ: Submit signed and dated response to RFQ on or before the date and time as indicated in paragraph 5 above.

9. The Statement of Work (SOW), included as Attachment 1, provides the Government's overall objectives. The offeror shall use the SOW (Attachment 1) as the basis for preparing their proposal and shall ensure all aspects of the SOW are addressed.

10. Information about ordering process and consideration of Quotes: This Request for Quotation (RFQ) seeks quotations from businesses that hold General Services Administration (GSA) Group 70 Information Technology Schedule contracts. The requirement to support the General Accounting and Finance System – Rehost (GAFS-R System as described in the Statement of Work (SOW)(Attachment 1).

11. Basis for Selection: The Contracting Officer will select a GSA FFS 70 contractor whose services represent best value to the Government. DFAS is considering quotes in order to decide which GSA Schedule contractor will receive a delivery order. That decisional process is being conducted under FAR Part 8 ordering procedures. In making the best value determination, the Contracting Officer may consider information provided in any quote submitted, as well as information in GSA FSS 70 contractors' catalogues, published price-lists and web-sites. In determining best value, the Contracting Officer may consider matters such as those set forth in FAR 8.404(b)(2), which include features of the service required for effective program performance, past performance, and price and any information provided within the quotation. This competition is not being conducted using FAR 15 procedures, and thus, the Contracting Officer is permitted to have substantive communications with individual contractors about their quotes without becoming subject to the policies and procedures of FAR Part 15 and without engaging in "discussions" or "negotiations" under FAR Part 15.

12. The hour and date specified for receipt of Quotations is 3:00 PM EST on May 20, 2003. The preferred method of proposal submission is by e-mail with the technical and price quotations as attachments. Quotes shall be submitted to Lois Byrne at the following e-mail address: lois.byrne@dfas.mil.

If for some reason the Offeror is unable to submit by e-mail, please contact Lois Byrne at (703) 607-0573. Please provide one copy marked "Original" and three copies of your quote plus one copy of your quote in either diskette or Compact Disk (CD). Your quote may be mailed or hand delivered to:

Defense Finance and Accounting Service
1931 Jefferson Davis Hwy
Attn: Lois Byrne
Crystal Mall #3, 9th Floor, Room 905
Arlington, VA 22240.

13. All companies intending to submit a quote for this requirement should send an e-mail so stating by close of business on May 12, 2003 to Lois Byrne at lois.byrne@dfas.mil.

14. Offerors are required to submit a Time and Material technical and price quote stating their ability to accomplish the requirements that fall within the scope of the Statement of Work (SOW) identifying the labor categories and rates required to accomplish the tasks. All Contractors are to submit their quotes with labor categories from their own GSA Schedule 70 contract.

15. In addition to the information above, the Technical Quote shall provide all of the following:

- The contractor shall provide recent (within the past five years) past performance information showing three contracts for which they provided similar work at shown in the DFAS SOW.
- A current point-of-contact with the company for which the services were performed shall be provided for each of the contracts to include a current phone number and e-mail address.
- The Contractor shall provide resumes for all Key Personnel proposed.
- Each Offeror shall submit a technical point-of-contact for their company (including phone number and e-mail address) who will be available to respond to any questions that the Government may have during the quotation review timeframe.
- The Contractor shall provide a Management Plan
- The Contractor shall provide a Work Breakdown Structure.
- The Contractor shall provide a response to the Government Statement of Work (Attachment 1) addressing the contained tasks and requirements.

16. The Government is not establishing mandatory requirements or limits for the length or content of quotations. However, there are a number of matters it would like to consider and that the Contractor may want to address within their quotes. These include:

- Knowledge and experience directly related to the General Accounting and Finance System – Rehost (GAFS-R) System as described in the tasks in the Statement of Work.
- Knowledge and experience with similar projects for the Defense Finance and Accounting Service and other Department of Defense agencies.
- Knowledge and experience with the skills as described in the ADP skills and Functional skills in the Statement of Work.

17. In addition to the info required in Paragraph #14 above, Contractors are to submit a complete price quote to include effort performed based on the Statement of Work (SOW)(Attachment 1). Please ensure that your price quote is for the full 18-month period with the Base period pricing and Option pricing separated. The anticipated Base period of performance is June 1, 2003 through September 30, 2003. The anticipated Option period of performance is October 1, 2003 through September 30, 2004. The Government may extend the Base period term of this delivery order by written notice to the Contractor at any time prior to expiration, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the delivery order expires. The preliminary notice does not commit the Government to an extension. For proposal purposes, a May 28th award date with the period of performance for the effort beginning June 1, 2003 shall be used.

18. The effort to be performed for the Helpdesk will be at the Government site. All other effort will at the Contractor site. Travel shall be priced at the exact dollar amounts

as shown in the RFQ. All travel will be provided at the convenience of the Government and in accordance with the DoD Joint Travel Regulations. All travel is cost reimbursable. Please ensure that your Price quote reflects a travel dollar amount of \$4,040.00 for the Base period and an additional \$4,040.00 travel dollar amount of \$4,040.00 for the Option period.

19. The resulting Delivery Order will provide information for the Contractor regarding procedures and approvals should the Contractor need to connect Non-Government supplied workstations and printers to the Defense Finance and Accounting Service (DFAS) Enterprise Local Area Network (ELAN).

20. This Statement of Work (SOW) in no way transfers any inherently Government functions to the Contractor. This delivery order will be administered to ensure that basic decision making responsibilities; establishment of performance goals; priorities and schedules; program planning; budgeting, and fund allocation; source selection; and, program review and analysis are performed by the Government.